



2024 PPIC Exhibits

This year, we are trying a new format for vendors to deliver more focused value while decreasing downtime spent for booth staff throughout the week. Similar to IEEE's Electrical Safety Workshop, PPIC will have a focused vendor expo on Monday evening from 6pm to 8pm. Instead of keeping vendor booths occupied throughout the entire conference, the booths will be open on Monday and Tuesday during session breaks, with a dedicated focused event on vendors for Monday evening. We hope it will drive meaningful interaction while decreasing the time requirement of extra vendor staff throughout a full week.

Vendors are limited to one booth each until 2 weeks before the conference due to limited space availability. After that time additional booths may be selected. Vendors are encouraged to engage each other to consolidate their booth lineups as needed & we will revise the layout afterwards.

Per the floorplan, there are 23 booths available in the vendor space available on a first come-first served basis. Depending on demand, we could potentially add additional vendor space in the foyer outside of the exhibit room, but it will not be a lockable space.

Vendor spaces are 8' deep by 10' wide. (8' x 10') with draped sides and 8' tall back drape. A 7" x 44" name tag, a 6' table with 2 chairs, and a wastebasket are included in the booth fee. The vendor space will be locked after show hours.

All exhibits and signage must be fully contained within the booths. Exhibits may be set up on Sunday afternoon to be ready for attendee viewing by Monday morning's first session break, which is generally at 10:00am. The Monday evening Vendor Expo & Reception will be held in the exhibit space, so expect people to be circulating around exhibit booths that evening. The exhibition teardown will be on Tuesday **after morning break**. Exhibits should be taken down in time for you to participate in your respective afternoon subcommittee meetings. Your booth staff who are "full conference registered" are encouraged to stay and participate through the end of the conference on Wednesday evening to network with potential customers.

All breaks will be held in the Exhibit area through Tuesday afternoon.

Note that booth registration does NOT include booth personnel registration. Booth staffers must register separately at additional cost. Booth staffers can share their registrations.

For example, person "A" could staff the booth on Monday, and person "B" can do so on Tuesday. Just visit the Registration Desk to get the nametag changed. The non-staffing person cannot attend the conference on days they are off. If this is an issue, just buy a separate registration for each.

2024 PPIC Exhibits Rules and Etiquette for Vendor Exhibit Space

A. SCOPE:

The intent of these rules is to maintain the meeting as a technical conference on a professional level. Vendor participation is encouraged and welcomed but it is only to emphasize the technical and professional aspects. These rules are required to prevent any conflicts with the Conference program. Conduct shall be in accordance with this intent.

B. EXHIBIT SPACE:

1. It is emphasized that the exhibits are intended to consist of “table-top” displays that can be brought in on standard hotel luggage carts or handcarts. 115 VAC is generally available from the hotel at an additional charge. The booths are 8’ Deep x 10’ Wide (or 6’ Deep x 10’ Wide) pipe & drape with 8’ high background drape & 3’ draped sides. Booth spaces will include a 7” x 44” ID sign with your company name, a 6’ x 30” draped table, 2 folding chairs, and a wastebasket. All exhibits and signage must be fully contained within the booth.
2. Exhibits may be set up Sunday afternoon before the Conference and should be ready for attendee viewing by Monday morning’s 10:00am session break. Exhibit teardown will be Tuesday following the morning break. You will also have access to the exhibit space on Monday morning beginning at 7am.
3. The vendor exhibit space serves as a means of educating customers about products and services, and for commercial discussions on an individually oriented basis.
4. All vendor personnel participating in the vendor’s exhibit space must register for the Conference. Vendor personnel attending for less than the entire Conference may share their registration badge with their replacement. For example, person “A” could staff the booth on Monday, and person “B” can do so on Tuesday. Just visit the Registration Desk to get the nametag changed. The non-staffing person cannot attend the conference on days they are off. If this is an issue, just buy a separate registration for each.
5. The principal member responsible for a vendor’s exhibit space shall be a member of the Pulp, Paper, and Industry Products committee.
6. Exhibit space shall not be open to attendees during the PPIC Technical Program. However, it will be open during PPIC Technical Program scheduled breaks (generally 10:00am and 2:30pm on Monday and 10:00am Tuesday). The Conference Agenda (the Trifold) will be provided to each vendor to ensure complete understanding of the times should there be any modifications. Please conclude your business in a timely fashion so that the attendees can return to the Technical Program when it reconvenes.
7. The exhibit space shall be closed following Tuesday’s morning break and exhibit tear-down may commence. Vendors must ensure that their employees who are also committee members attend their respective committee meetings on Tuesday afternoon. Our shipping partner will be start show tear down at 3pm. We ask that any displays you have are packed up, moved out, or ready for pick up by our shipping vendor by 3:00pm.
8. Vendors delaying or preventing the attendees from returning to the Technical Program will have their booth shut down by the Local Committee at the Local Committee’s discretion.
9. No catering is allowed within the exhibit space. Neither contests nor door prizes are permitted. A suitable, professional atmosphere shall always prevail.

10. Exhibit external identification will be limited to signage stating "PPIC Exhibits". No signs, posters, banners, or other materials shall be used for promotional purposes external to the exhibit space.

11. Literature and products for demonstration and discussion on a personal and individually oriented basis in exhibit space shall be permitted when they are consistent with the technical communication objectives of the Conference.

C. COMMERCIAL ADVERTISING AND CONDUCT:

1. Commercial displays, including products, signs, posters, banners, etc., shall be confined to the exhibit space.

2. Commercial literature shall be distributed only from the exhibit space or on a personal basis except for literature associated with a scheduled "New Product Presentation (NPP)" which is an integral portion of the Conference Technical Program.

3. No mass mailings or emails to attendees are permitted, unless the attendees have explicitly opted-in to them by signup at the exhibit booth (per GDPR). Violation of this rule is grounds for banning from future Conferences.

D. ENFORCEMENT:

The Conference Chair is responsible for the strict adherence to these rules. Failure to comply can result in the closing of an exhibit space for the balance of the conference.

Expo/Display Hours:

Set Up:

- Sunday, June 9: Booth Set-Up 12:00pm – 7:00pm
- Monday, June 10: 7:00am – 9:00am

Exhibit Hours: *(Exhibitors will have access to exhibit space during technical sessions. Refreshments will be in the expo space during the below scheduled breaks.)*

- Monday, June 10: During Scheduled Conference Breaks**
 - Morning break: 10:00am – 10:30am
 - Afternoon break: 2:30pm – 3:15pm
 - **VENDOR EXPO: 6:00pm – 8:00pm**
 - ***Final conference break times may vary. You will be provided with a conference trifold detailing finalized break times. Keep in mind that session(s) ending early may slightly alter break times.*
- Tuesday, June 11: During morning break
 - 10:00am – 10:30am

Tear Down:

- Tuesday, June 11: 10:30am – 12:30pm
(Must be fully packed or removed by 3:00pm for shipping vendor pick-up.)

Exhibit/Booth Material Shipping and Drayage:

Our vendor shipping and drayage partner for the 2024 IEEE PPIC Conference is Central Van and Storage. You can ship booth expo materials to their local warehouse for delivery to the expo floor on Sunday, June 9. Following the Tuesday expo teardown, materials will be taken back to their warehouse, and you can arrange pick-up by your carrier.

Please note that the hotel is not capable of handling large equipment displays that require fork trucks for moving. Please keep booth equipment displays limited to your booth space and within reasonable weight capacities that one could lift and package. Please see instructions below and our contracted show shipping manager. The following information and is provided by Central Van Lines:

LOGISTICS CONTACT:

Dennis McManus
Manager – Logistics Services
304-223-7217
dmcmanus@centralvan.com



SHIPPING ADDRESS:

IEEE PPIC 2024, Booth ____
C/O Central Van Lines
37 Jacobson Drive
Poca, WV 25159
Warehouse Phone: (304) 404-4412

INBOUND:

- Includes handling to Central Van warehouse, tagging per booth #, per vendor, delivery to booth on day of set up (Sunday, June 9), removal and holding of empty containers or crates as needed. **DOES NOT INCLUDE LABOR TO SET UP BOOTH DISPLAY.**
- Rate: \$1.25 per pound of weight received at warehouse. Minimum weight of 200 pounds charged per vendor.
- **All inbound shipments must be received at our warehouse no later than the end of business on Wednesday, June 5, 2024 to ensure we have proper time to facilitate delivery.**

OUTBOUND:

- Includes removing packed up display from booth, transport to Central Van Warehouse, tagging as needed, hold for up to 10 business days, handle out to vendor's carrier. **DOES NOT INCLUDE LABOR TO TEAR DOWN/PACKAGE BOOTH.**
- Rate for services: \$1.00 per pound of weight of items received from the show site booth. Minimum weight of 200 pounds applies per vendor

LIABILITY:

Under West Virginia law, Central Van Lines maximum liability is \$.60 (60 cents) per pound per article for lost or damaged items received or transported from Central Van Lines warehouse.

Central Van Lines would provide an example of tagging to be applied by each vendor to each piece of display being shipped to or from our facility.

PAYMENT:

**All vendors will be required to make payment via credit card to Central Van Lines for delivery to Embassy Suites no later than Thursday, June 6, 2024.

All payment for outbound shipping from Central Van Lines warehouse would need to be made prior to release to vendor's carrier. No credit card service fees apply.

Vendor agreement form will be provided to facilitate services. More information will be provided following booth registration.